

**THIS SOLICITATION IS BEING EXTENDED TO ALL INTERESTED FIRMS**

Legal Notice  
CSO Solicitation No. 2222  
Request for Letters of Interest  
Transportation Asset Management Support Services  
The Connecticut Department of Transportation

The Connecticut Department of Transportation (Department) is seeking to retain one (1) consultant firm to provide services to support the Department in the development and implementation of a comprehensive transportation asset management program. The selected firm will provide services in the following technical areas:

- Analyze existing asset data, documents, inventories and management systems and identify necessary improvements. Evaluate state-of-the-art asset management information systems and recommend strategies for integrating them with legacy information systems.
- Develop transportation asset management plans in compliance with FHWA and FTA requirements.
- Develop a multi-modal asset management business model (e.g., risk management, life-cycle cost analyses, performance measurement) that combines operations and maintenance with capital planning and programming. The business model shall align with the Department's other strategic planning initiatives (e.g., TransformCT).
- Perform assignments to support the implementation of an asset management program.

The initial phase of the contract will consist of analyzing existing data, documents, inventories and management systems for highway assets and identifying necessary improvements, and developing a transportation asset management plan in compliance with FHWA requirements.

If your firm would like to be considered to perform these services, your submittal should consist of a letter of interest limited to one (1) page, a Department FORM CSO 255 and a maximum of five (5) resumes which are limited to two (2) pages each. One of the resumes must be that of the proposed Project Manager in charge of the work, as well as the assurance that he/she will be available for work when required. (The CSO 255 form can be found online at [www.ct.gov/dot/consultant](http://www.ct.gov/dot/consultant).)

The submittal must also include the following: a brief narrative summarizing your firm's current workload; a brief description of your proposed staff and their qualifications, discipline experience, and availability; project experience which demonstrates your expertise in: 1.) preparation of reports, studies and analyses related to asset management; 2.) knowledge of state and federal laws pertaining to asset management; 3.) development and implementation of asset management plans; 4.) knowledge of infrastructure design, construction and maintenance; 5.) knowledge of transportation capital planning and programming techniques.

Four copies of the submittal are required, and they must be either postmarked by, or, if hand delivered, received by, 3:00 p.m. on Wednesday, May 28, 2014.

Please be advised that there is no Disadvantaged Business Enterprise (DBE) goal assigned for this project. All firms are advised that the prime consultant must perform the majority of the work with employees of the firm. Joint venturing will not be allowed.

Do not send additional documentation other than what is requested. The Consultant Selection Panel may reject your submittal, and your firm may not be considered for this project if you provide additional documentation such as corporate brochures, background information, and histories.

In accordance with the Connecticut General Statutes (CGS), Sections 4-252 and 4a-81, firms, once selected, must complete the Office of Policy and Management's (OPM) Ethics Form 1 (Gift and Campaign Contribution Certification, Rev. 11-29-11) and Form 5 (Consulting Agreement Affidavit, Rev. 10-01-11), prior to the agreement/contract execution. Forms 1 and 5 apply to all consulting agreements/contracts which have a total value to the State of Fifty Thousand Dollars (\$50,000) or more in a calendar or fiscal year. Any consultant that does not complete the Certification (Form 1) required under Subsection (e) of CGS 4-252 or refuses to submit the Affidavit

(Form 5) required under Subsection (c) of CGS 4a-81 shall be disqualified, and the Department shall award the agreement/contract to the next highest ranked consultant or seek new submittals in accordance with Subsection (d) of CGS 4-252 and Subsection (d) of CGS 4a-81. Further information on these requirements can be obtained online at <http://www.ct.gov/opm> via the Ethics Affidavits link.

Please note, in an effort to streamline the certification and affidavit process for contract/agreement execution, the Department is requiring selected firms to upload Forms 1 and 5 on the Department of Administrative Services' (DAS) Business Network ("BizNet") website. Further information can be found at <http://das.ct.gov/cr1.aspx?page=371> to subscribe to Biznet and obtain directions to upload the forms following the "Vendor Guide to Uploading Affidavits and Nondiscrimination Forms Online (pdf)."

For all State contracts as defined in CGS § 9-612(g)(1) having a value in a calendar year of Fifty Thousand Dollars (\$50,000) or more, or a combination or series of such agreements or contracts having a value of One Hundred Thousand Dollars (\$100,000) or more, the authorized signatory to this submission in response to the State's solicitation expressly acknowledges receipt of the State Elections Enforcement Commission's Notice titled, "Notice to Executive Branch State Contractors and Prospective State Contractors of Campaign Contribution and Solicitation Limitations," (Notice) advising state contractors of state campaign contribution and solicitation prohibitions, and will inform its principals of the contents of the Notice. The State Elections Enforcement Commission's Notice can be found online at [www.ct.gov/SEEC](http://www.ct.gov/SEEC) by clicking on the Forms link and then the Contractor Reporting Forms link. The Notice is hereby made a part of this solicitation.

Prior to the negotiation process, the selected firm will be required to have a Department-approved audit, affirmative action plan, as well as current corporate registration with the Secretary of State (partnerships excluded). The selected firm will also be required to maintain insurance coverage from a firm approved to do business in the State of Connecticut. Proof of coverage must be submitted on a form acceptable to the State prior to the start of negotiations.

The Department, in its sole discretion, reserves the right to cancel this solicitation and terminate the process to retain consultant services and is under no obligation to contract for the services specified herein.

The Department reserves the right to award subsequent phases of an assignment to other qualified firms.

The Department reserves the right to add an additional project(s) of a similar nature for a separate selection, should additional projects become available prior to the interview phase of the selection process.

All letters of interest shall be mailed to:

Mr. David Mancini, P.E.  
Consultant Selection Office  
Connecticut Department of Transportation  
2800 Berlin Turnpike  
Newington, CT 06111

Hand delivered letters should be brought to the front desk, at the aforementioned address, no later than 3:00 P.M. on Wednesday, May 28, 2014. Responses hand carried or postmarked after this date and time will not be considered.

All inquiries regarding this request for letters of interest shall be directed to Mr. David Mancini of the Consultant Selection Office at (860) 594-3017.

Connecticut Department of Transportation  
An Equal Opportunity/Affirmative Action Employer